



1st Cavalry Division Inspector General Newsletter



2nd Quarter, FY06

January—March 2006

This quarterly Inspector General Bulletin is published to highlight important issues found by the 1CD IG through inspections, Inspector General Action Requests (IGARS), formal inquiries, and other sources. Recommendations for improvements/subjects may be addressed to Commander, 1st Cavalry Division, ATTN: AFVA-IG, Fort Hood, TX 76544-5034.

Stop Loss / Stop Move

Stop Loss / Stop Move (SL/SM) is a term that most Soldiers are at least notionally aware of, but what is unclear to most Soldiers, Non-Commissioned Officer (NCOs) and Officer is, "What does it mean to me and the Soldiers assigned to my unit?"

To fully understand the impact of Stop Loss and Stop Move I recommend every leader "download" the related messages referring to Stop Loss and Stop Move, and bookmark the web link on your computer. You can access the Stop Loss / Stop Move (SL/SM) messages by visiting <https://persomnd04.army.mil/MILPERmsgs.nsf>. I also recommend you read, and add to your personal references, the following seven messages: 04-169 issued 06/02-2004; 04-205 issued 07/22/2004; 04-227 issued 08/06/2004; 04-267 issued 09/28/2004; 05-093 issued 04/14/2005; 05-303 issued 12/15/2005; and 05-006 issued 01/10/2006.

To summarize, there are a couple of significant changes since the last time we, as 1st Cavalry Soldiers, were affected by a SL/SM. First and foremost, except for individual requests from HRC, a "fence" has already placed 1st Cavalry Division Soldiers into a Stop Move status, which affects all PCS's from the division. The impending Stop Loss will affect all separations, with the exception of Chapter separations. Secondly, Paragraph 1. E., in message 04-196, has been rescinded - in its entirety. In the past, an active duty Soldier, who was on transition leave, on leave in conjunction with a PCS, had cleared the installation transitions center, or who had officially shipped any portion of his or her household goods, was not subject to SL/SM. However, under the new policy, if a Soldier's retirement or ETS falls within the 90 day period of the unit's EAD, that Soldier will be affected by SL/SM; and shipment of household goods, and/or transition leave are no longer automatic exceptions.

Currently, two Brigade Combat Teams in the 1st Cavalry Division have already received their deployment orders, and deployment orders for the remainder of the First Team are pending. The G1 remains the proponent for SL/SM issues. However, the IG office will continue to monitor message traffic, and assist any 1st Cavalry Division Soldier, family member, or civilian regarding SL/SM, or any other IG appropriate issue.

LTC(P) Leary, Inspector General - **Pegasus 17**

Family Care Plans

Following the recent conclusion of the III Corps IG Special Inspection of Individual Deployment Management, it was apparent that

many company commanders did not understand their responsibilities to identify, establish and maintain Family Care Plans (FCP) for dual military and single parent soldiers with dependents. Section 5-5 of Army Regulation 600-20 (dated 1 May 2002), Army Command Policy, clearly lists command responsibilities for counseling Soldiers and establishing FCPs in order to ensure adequate care of family members while Soldiers perform their required military duties.

Awareness is only the first step in compliance, and in the absence of inspections awareness alone is rarely enough to motivate new commanders, especially when it involves identifying Soldiers who are required to prepare FCPs, and then monitoring their efforts to complete the FCPs. This attitude faces an additional challenge with the perception that FCPs will simply work-themselves-out as a unit prepares for deployment. Yes, FCPs will get attention as you approach deployment, but not the type of attention you want.

A commander is never alone, and should involve his or her First Sergeant, Platoon Leaders or Platoon Sergeants when identifying and counseling Soldiers who are required to prepare a FCP. But it is important to remember that a commander cannot delegate the responsibility to review or approve FCPs. The identification of Soldiers who require FCPs should begin at unit in-processing, but as the status of Soldiers can change, ask the pertinent FCP questions at every counseling session.

It takes time to complete a thorough FCP, but 30 days is the standard. However, commander's may grant Soldiers an additional 30 days - not to exceed a total of 60 days from the time of initial counseling - to complete their FCPs. If a Soldier can't complete and provide an approved FCP within 60 days, to include the commander verbally contacting the guardian to discuss responsibilities, then the commander should proceed with separation actions against that Soldier. There are additional factors to consider when processing FCPs, so I added a "Family Care Plan" folder to the IG page on CAVNET. The folder contains a copy of AR 600-20, an extract of Section 5-5, and all required forms relating to the FCP.

importantly, identify your Soldiers who are required to have a FCPs.

Following a recent IG inspection a Battalion Commander offered an insightful comment, which captured the essence of success in regards to unit compliance, by stating that, "Disciplined units inspect routinely." That statement succinctly defined the role and responsibility of a commander in establishing regulatory and policy compliance. Inspections of unit FCPs must be included in Battalion Organization Inspection Programs. The inspection should review existing FCPs, and also look at how commander identify Soldiers who are required to prepare FCPs.



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Soldiers are not going to prepare FCPs on their own; they may not even know they are required to do so. As AR 600-20 was written for commanders, and FCP instructions are clearly stated in section 5-5 of that regulation, commanders are therefore responsible. I encourage all commanders to read and understand FCPs as stated in section of AR 600-20, review the referenced documents (DA Form 5304-R and DA Form 5305-R), and most importantly, identify your Soldiers who are required to have a FCPs.

MAJ Cary, Deputy IG

Entitlements

I would like to take this opportunity to remind leaders of entitlements that can put more "earned" money into the pockets of Soldiers. Soldiers and leaders alike may be missing entitlements if they don't know what to look for. One such, and very old, entitlement known as Basic Allowance for Subsistence (BAS); the other is a completely new entitlement program called Assignment Incentive Program (AIP).

The BAS entitlement has been around for years but needs to be occasionally readdressed to remind new leaders and new Soldiers about how it works, and what to look for. If not properly monitored, Soldiers can either not receive this entitlement, or just as possible, Soldiers may be wrongfully receiving the entitlement; which is fraud. Regardless of the case, Soldiers and leaders both need to understand this entitlement.

BAS should be seen in every Soldier's entitlement block, Officers receive \$187.49 and enlisted receive \$272.26. This is seen as **BAS**. A Soldier who is on a meal card should see a deduction for a partial amount in his or her deductions column. If a Soldier is on meal card but does not have a meal deduction then that Soldier is committing fraud by collection unauthorized money. Soldiers who are not receiving BAS in their entitlement column are losing their entitlement. This also applies to Soldiers who are not on meal cards, but see a meal deduction from their BAS, which means they are losing a part of their entitlement each month.

The meal card plays an important role in the Army system. Some units have improperly removed meal cards from eligible Soldiers. This puts an undo burden on Soldiers because the DFAC, which is required to ask Soldiers to display their meal cards before eating, is either not properly recording the transaction, paying out of pocket, or eating for free – which constitutes fraud. If a soldier is unable to produce a meal card he or she should pay, or visit their unit for assistance.

Units must ensure their Soldiers are receiving the correct BAS entitlement – in the form of food, money, or both. Headcounts must likewise ensure all Soldiers either produce a meal card, or pay for their meal before eating in a DFAC. Permitting Soldiers to eat for free, without producing a meal card, is fraud. SGM Davis recently advised all 1st CAV DFACs to ensure compliance with this. Leaders must also review LESSs every month, and fully understand BAS entitlement. Our Division Finance prepares monthly reports that show dozens of Soldiers who are not receiving any form of BAS. This inefficient reflect on the unit and

its leaders. We owe our Soldiers our attention.

The second entitlement is a new program that was recently introduced to increase volunteer assignments to the Republic of Korea. It was very successful and has just been expanded to include CONUS installations. This program is called AIP, and it referenced to MILPER Message #06-003. It allows Soldiers arriving from AIT or OSUT an opportunity to sign a contract with a high priority unit for a three year life cycle. When approved and submitted with a DA form 4187, and signed by the first Field-grade officer in their Chain of Command, Soldiers can receive can receive \$400 dollars a month for 36 months within 30 days of their arrival. Soldiers are also eligible to continue receiving this money until they are reassigned, or until their duty status changes due to derogatory actions such as confinement or AWOL. Presently, Soldier in the 1st, 2nd, 3rd, and 4th BCTS may be eligible to receive this entitlement. HRC will most likely continue to adjust the list based on the needs of high priority units. I recommend that units screen their incoming Soldiers for this entitlement. Again, see your unit personnel office for assistance.

Leader involvement is necessary to not only ensure compliance, but to recognize problems and care for Soldiers before they come to you. Reviewing LESSs and the Commander's Financial Reports are important actions that should occur monthly. Paperless LESSs does not eliminate the responsibility to review LESSs. It is my opinion that Soldiers who do not receive their proper entitlements, their leader has probably not involved himself in that Soldiers life. And as we all know, knowing the lives of our Soldiers, and their families, is supportive as well as preventative.

MSG A. Wagner, IG NCOIC

Open Door Policies

"Commanders will establish an open door policy within their commands. Soldiers are responsible to ensure that the commander is made aware of problems that affect discipline, morale, and mission effectiveness; and an open door policy allows members of the command to present facts, concerns, problems of a personal or professional nature, or other issues which the soldier has been unable to resolve. The timing, conduct, and specific procedures of the open door policy are determined by the commander. He or she is responsible for ensuring that soldiers are aware of the command's open door policy." (AR 600-20, Army Command Policy, Section 2-2).

An emerging trend is that many Soldiers do not realize they can actually talk to their Company Commander, and equally disturbing are reports that Soldiers who wish to speak to their Company commander are prevented from doing so by their supervisors, or other leaders who are subordinate to their Company Commander. Soldiers should absolutely be encouraged to raise their issue with their immediate supervisor first, and afford them the opportunity to resolve the issue at the lowest level. However, supervisors should not prevent Soldiers from taking their issue to the next highest level. Leaders should never attempt to discourage Soldiers from exercising the Open Door Policy.

"Proper use of the chain of command is vital to the overall effectiveness of the Army. Commanders must acquaint all their sol-



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diers with its existence and proper function. Effective communication between senior and subordinate soldiers within the chain of command is crucial to the proper functioning of all units. Therefore, soldiers will use the chain of command when communicating issues and problems to their leaders and commanders." (AR 600-20, Section 2-1).

The Open Door Policy is not normally discussed at formations, staff meetings, or during training, but at a minimum, the policy must be posted for all Soldiers to see. We recommend the policy be emphasized during in-processing, and during formal and informal counseling.

The Open Door Policy allows members of the command to present facts, concerns, and problems of a personal or professional nature or other issues which the Soldier has been unable to resolve. Soldiers who do not trust their chain of command to resolve their issues will seek assistance from outside agencies. When this occurs it puts the chain of command at a disadvantage because they can't fix what they don't know. But it's not always an issue of trust. Commander's must keep their door open and make themselves available to address Soldier issues. If it's important to the Soldier, then it's important to the Commander.

SFC Gallagher

Separation and Clearance Assistance

When it comes to clearing the installation the excitement of moving on is often over shadowed by confusion and frustration. Because of this, I offer the following information to assist our Soldiers:

Central Clearance / Out processing (III Corps & FH REG 612-3): A Soldier must possess orders, or a memorandum authorizing the soldier to clear without orders, and an approved DA Form 31. A memorandum to clear without orders must include the Soldier's name, rank, the reason why the Soldier is clearing without orders, and the proposed departure date. If the Soldier is separating under Chapters 9, 10, 13 or 14, of AR 635-200 (Enlisted Personnel), they must have an NCO escort, who is senior in rank, and have the escort listed on the memorandum. During the clearance briefing the Soldier receives guidance on how to properly out-process, and will schedule a final central clearance appointment which is NLT three working days prior to their departure. Two working days after a central clearance briefing the soldier will return to pick up their clearance papers, and receive instructions on which activities to personally clear.

Time Frames:

Soldiers attend a central clearance briefing 14 working days prior to departing Fort Hood. The soldiers receive their clearance papers and begin clearing two days later. Single Soldiers have 5 working days to clear, and married Soldiers have 10 working days to clear. Soldiers attend their finance out-processing briefing NLT 14 days prior to departure, and must complete all required out-processing before they can sign-out. All soldiers must be in duty uniform to clear - regardless of their duty status. The only dress exception is for Soldiers on convalescent leave or

under going a pregnancy discharge.

Army Career and Alumni Program (ACAP) for separation Soldiers: Retirees may begin the ACAP process once their retirement packet is submitted.

All others may begin the ACAP process 180 days prior to their ETS. Soldiers must also receive transition counseling at least 90 days prior to their separation.

Central Issue Facility (CIF):

A recent trend with out-processing complaints is that Soldiers are being delayed in clearing CIF. Many Soldiers, who are missing items required for turn-in, through no fault of their own, require a Report of Survey (ROS). However, units are failing to respond to this requirement in a timely manner, which has resulted in departure delays for Soldiers. A Report of Survey need only be **initiated** (to include a processing control number), for a Soldier to clear CIF. The Soldier can be held liable for missing property even after ETS or separation.

SFC Morgan

Uniform Wear and Appearance

As a Soldier our uniforms are a matter of pride, and every Soldier, regardless of rank, is required to adhere to Army Regulations 670-1 and local command policy regarding the Wear and Appearance or Army uniforms. Our observations indicate that there is a general lack of understanding and enforcement of uniform standard by leaders in the 1st Cavalry Division. The most recent version of AR 670-1 is dated 3 February 2005, however, there is also a DA message dated 12 January 2006 (updating ACU wear policy) and a Fort Hood policy letter (CSM-01 dated 5 April 2004) that further define what right looks like. The Fort Hood uniform policy is currently under revision, but an updated letter is expected to be released soon. As changes and updates are likely to continue, it is incumbent on every leader to stay abreast of the changes in Army Regulations regarding uniforms.

Whether conducting physical training or driving on or off post while in duty uniform, Soldiers continue to violate published uniform policies and regulations. Therefore, I will use this opportunity to highlight some of the most common uniform violations. In accordance with Fort Hood command policy CSM-01, "The IPFU is authorized for wear in-transit between an individual's home and duty station, and while conducting physical training or participating in sports events on or off the installation. The IPFU can be worn in Shoppettes from 0530-0830 only to get gasoline or a quick breakfast item." Additionally, 1st Cavalry Division policy, 4.e. states that, "The orange reflective vest shall be worn by all Soldiers executing physical training on Fort Hood." Soldiers will also wear the appropriate headgear when outside of their vehicle (i.e. washing, entering convenience stores, pumping gas, picking up food etc.) Patrol caps will only be worn while the Soldier is in the field, or motor pool areas with the approval of their commanders (not their squad leader, platoon leaders, or First Sergeants). Soldiers will not remove their BDU/ACU tops while driving or riding in vehicles either on or off post. Soldiers are permitted to shop in duty uniform off post (i.e. Wall-Mart, H.E.B, etc.), but only to



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purchase essential items like milk, bread, diapers etc; not mall shopping or picking up movies from the video store.

Finally, the most recent message regarding ACU wear states that, "The following changes have been approved by the CSA: 1) rank and grade insignia will be black embroidery on the **digitized fabric** with hook fastener, except MAJ and 2LT which will be bronze embroidery with hook fastener. 2) The U.S. Army tape will be black embroidery on the digitized fabric with hook fastener. The finished length will be five inches. 3) The last name tape will be black embroidery on the digitized fabric with hook fastener. 4) The olive drab areas of the shoulder sleeve insignia (SSI) have changed to foliage green. Black will remain black and brown will remain brown. All SSI will have hook fastener. This message did not include a "wear out date" of the previously authorized name tapes, insignia, and SSI, therefore the implication is that the changes are effective immediately. Soldiers and Leaders must stay abreast of uniform changes, and accept nothing less than total compliance to standards that reflect on professional uniformity, as well as individual, unit and Army pride. Lead by example, and don't be afraid to make on-the-spot corrections.

SFC Taylor

III Corps IG Newsletter Extract

MOUTH JEWELRY

Recently we had an inquiry about Soldiers wearing gold/silver caps on their teeth. After reviewing AR 670-1 and a legal review from III Corps SJA, it was determined that gold/silver caps on the teeth are a violation of the regulation. Para 1-14b states "no jewelry, other than that described in paragraph 1-14a, will appear exposed while wearing the uniform..." Gold teeth are not listed in para 1-14a as authorized jewelry for wear in uniform. Also para 1-14e states "... faddish (trendy) devices, ... are not authorized for wear in any military uniform, or in civilian clothes on duty." Gold capped teeth are a faddish (trendy) device. Additionally, 1st CAV Policy Letter 5-3 and 1st CAV Addendum to III Corps Policy CSM-01 states "Jewelry attached to the teeth, either permanent or temporary, is not authorized. To reinforce AR 670-1, the III Corps CSM, CSM Ciotola, will publish, in the near future, an addendum to III Corps Policy CSM-01 stating mouth jewelry is prohibited.

III Corps SJA stated it is a lawful order for Commanders to have Soldiers remove any gold/silver caps.

To clarify, gold/silver caps are the type that Soldiers or a dentist clip on to the tooth/teeth. Some caps are solid in color, some outline the tooth, and some have initials, lightening bolts, or other designs in them; they have no dental value at all. At this time, the Army is silent on dental prosthetics, bridges, or crowns that are gold/silver. If a Soldier in question has a gold/silver prosthetic, bridge, or crown, they should provide valid documentation from a dentist. SGM Phillips, 287-2845
(Extract taken from the 1st QTR 06 IG Bulletin)

Before you tell it to your Inspector General...

- Be sure you have a problem, not just a peeve.
- Give your chain of command a chance to solve the problem.
- If IG assistance is needed, contact your local IG first.
- Be honest and don't provide misleading information.
- Keep in mind that IGs are not policy makers.
- Keep in mind that IG can only recommend, not order a resolution.
- Remember IGs can only resolve a case on the basis of fact.
- Don't expect instant action on your request... Be patient.
- Be prepared to take "no" for an answer.

"To complain without fear of reprisal is the right of any Soldier, Civilian, or Family Member seeking IG help. After all, problem solving is one of the IG's primary missions."

IG Office Hours

Walk-in's are welcome during normal office hours. Office hours are Mon, Tue, Wed & Thur from 0930-1130 / 1300-1600. The office is closed Friday, or the last duty day of the work week. An appointment is required for visits during other than normal hours.

IG POINTS OF CONTACT	NUMBERS
IG - LTC LEARY	287 - 9373
DEPUTY IG - MAJ CARY	287 - 9374
IG SGM - MSG WAGNER	287 - 9377
ASSISTANT IG - SFC GALLAGHER	287 - 7707
ASSISTANT IG - SFC MORGAN	287 - 9371
ASSISTANT IG - SFC TAYLOR	287 - 9372
ADMINISTRATIVE ASSISTANT	287 - 6775
Commanding General's Hotline	287 - 1CAV

This newsletter and other informational items can be found on the web at <http://cavnet/noframes/main.asp?path=/IG>